Grades Input on the Web for Departments





redefine THE POSSIBLE.





Overview



Welcome to the on-line tutorial for Grades Input on the Web

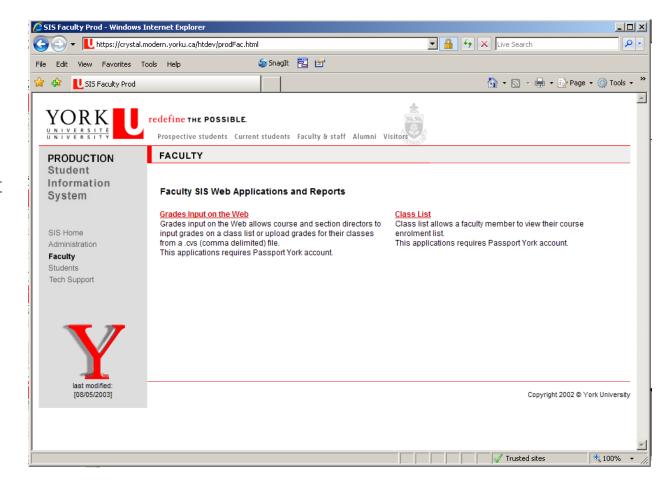
- Access to Grades Input on the Web is granted through Passport York
- Departmental Staff will be given access based on Faculty and Subject Acronyms
- Inquiries about access should be directed to: yugrades@yorku.ca



Grades Input on the Web



- Go to
 Faculty SIS
 Web Applications
- 2. Click on "Grades Input on the Web".





Grades Input on the Web



| Passp | oort York Login | |
|--------|---|--|
| Cours | e Enrolment and Grades | |
| Userna | me: | |
| Passw | ord: | |
| | nange my Passport York password ter I login. | |
| Login |] | |
| | OT YOUR USERNAME OR VORD? | |
| | ctions for Students | |
| | ctions for Faculty and Staff ctions for Alumni | |



"Passport York" is York University's primary method of online authentication. Use Passport York to sign into York University's online services and tools. More info

Don't forget to logout when you are done.
 Your login will expire after 90 minutes at which time you will be asked to log in again.

NEW TO PASSPORT YORK?

- New Student Sign Up
- Faculty and Staff
- Alumni

For guest faculty and alumni accounts contact accounts@yorku.ca.

Wednesday Morning Outage

There will be a scheduled maintenance outage every Wednesday morning between 5:00 a.m. and 7:00 a.m. More details >>

Grades Input on the Web is Passport York protected. Enter your username and password.



Obtaining your course information



Once you have been authorized through Passport York, you will come to this screen, listing the courses offered by your Department

Grades Input (Version 3.2.3, Fri Nov 13 10:17:26 2009)

New Search

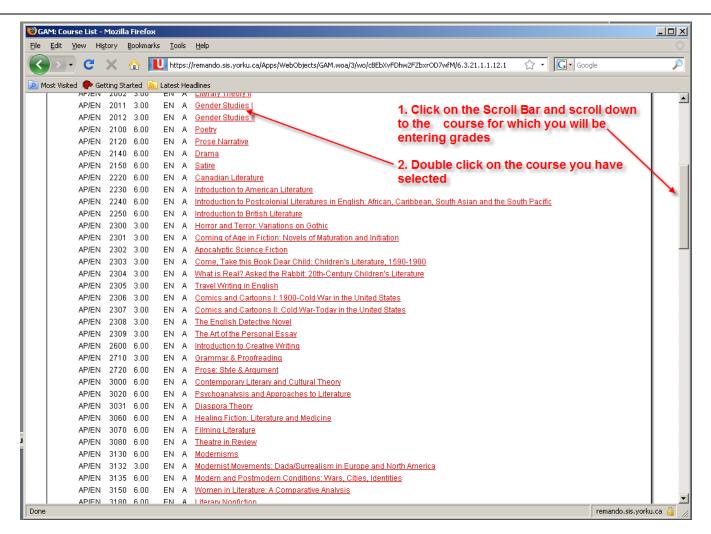
Select a course to list sections offered

```
AP/EN 1001 3.00
                     EN A An Introduction to Literary Study
AP/EN 1002 3.00
                     EN A Intertextualities
AP/EN 1006 3.00
                     EN A AWriter's Introduction to Literary Forms
AP/EN 1007 3.00
                     EN A Rhetoric: An Historical Introduction
AP/EN 1700 9.00
                     EN A Professional Writing: Process and Practice
AP/EN 2001 3.00
                     EN A Literary Theory I
                     EN A Literary Theory II
       2002 3.00
                     EN A Gender Studies I
AP/EN 2011 3.00
AP/EN 2012 3.00
                     EN A Gender Studies II
       2100 6.00
                            Poetry
AP/EN 2120 6.00
                     EN A Prose Narrative
AP/EN 2140 6.00
                     EN A Drama
AP/EN 2150 6.00
                     EN A Satire
AP/EN 2220 6.00
                     EN A Canadian Literature
       2230 6.00
                     EN A Introduction to American Literature
AP/EN 2240 6.00
                     EN A Introduction to Postcolonial Literatures in English: African, Caribbean, South Asian and the South Pacific
       2250 6.00
                     EN A Introduction to British Literature
AP/EN 2300 3.00
                     EN A Horror and Terror: Variations on Gothic
                     EN A Coming of Age in Fiction: Novels of Maturation and Initiation
AP/EN 2301 3.00
       2302 3.00
                     EN A Apocalyptic Science Fiction
AP/EN 2303 3.00
                     EN A Come, Take this Book Dear Child: Children's Literature, 1590-1900
AP/EN 2304 3.00
                     EN A What is Real? Asked the Rabbit: 20th-Century Children's Literature
AP/EN 2305 3.00
                     EN A Travel Writing in English
AP/EN 2306 3.00
                     EN A Comics and Cartoons I: 1900-Cold War in the United States
       2307 3.00
                     EN A Comics and Cartoons II: Cold War-Today in the United States
       2308 3.00
                     EN A The English Detective Novel
                     EN A The Art of the Personal Essay
AP/EN 2600 6.00
                     EN A Introduction to Creative Writing
```



Select the course for which you are entering grades







Select the course you are going to grade



Grades Input (Version 3.2.3, Fri Nov 13 10:17:26 2009)

New Search

Select a section of the course to receive a class list of AP/EN 2011 3.00 EN Gender Studies I.

(Note: it may take up to 30 seconds to load large class lists)

| Instructor | Academic Year | Faculty/Subject | Course Number | | Period | Section | Instructional Format | Course Title | Grade Input Window (MM/DD/YY) | Faculty Grade Input Allowed? | |
|------------|---------------|-----------------|------------------|------|--------|---------|-------------------------|------------------|----------------------------------|---------------------------------|--|
| York Prof | 2009-2010 | AP/EN | 2011 | 3.00 | F | A | EN | Gender Studies I | (12/08/09-12/22/09) | Υ | |
| York Prof | 2009-2010 | AP/EN | 2011 | 3.00 | F | В | EN | Gender Studies I | (12/08/09-12/22/09) | Υ | |
| | | | | | | | | - | | | |

A list of your courses will be displayed

Click on the course for which you are submitting grades



The grades list now appears



| Grades Input (Version 3.2.4, Mon Dec 07 11:05:12 20 New Search | | | | | | |
|--|----------------------------------|--------------|---------------|------------------------|--|--|
| HEW Jeal CII | | | | | | |
| | | | | | | |
| Download this class list | | | | | | |
| Step 1: Choose your options: | | | | | | |
| Student Number: | C Masked C York Standard emai | ì | | | | |
| Step 2: Choose your format: | | | | | | |
| Download Formats: Comma-separated file (.csv) Excel format file (xls) Text file (.txt) Clicker device ID file (.tpl) | | | | | | |
| Display Formats: Comma-separated format Listsery format | | | | | | |
| Course taught by: York Prof. | | | | | | |
| Course taught by: York Prof Default grading scheme: Undergraduate including fa | lures | | | | | |
| Course taught by: York Prof Default grading scheme: Undergraduate including fa Select Grades From File | lures | | | | | |
| Default grading scheme: Undergraduate including fa | | <u>Grade</u> | GradingScheme | <u>Grade Qualifier</u> | | |



Inputting your grades



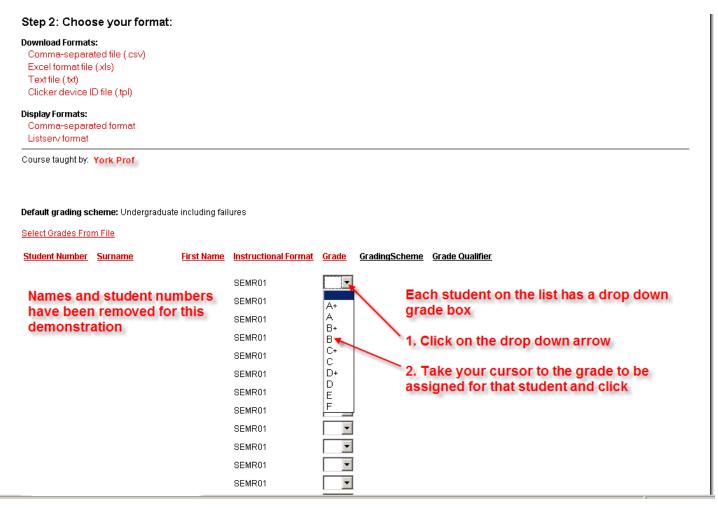
Once you have arrived at the grades input screen, there are two options for inputting your grades:

- 1. This tutorial shows how grades can be entered for each student by using the drop down box where the grade is entered. This method will also be used if you need to change a grade after you have submitted grades for a class.
- 2. You can also upload grades for all or part of a class from a CSV (comma delimited format) file. Pleas see the tutorial entitled, "Uploading Grades from a CSV File". Instructions for preparing a CSV file are also available at this site.



1. Entering grades on the Grades list







Continue to enter grades



| Step 2: Choose your format: Download Formats: Comma-separated file (.csv) Excel format file (.xls) Text file (.txt) Clicker device ID file (.tpl) Display Formats: Comma-separated format Listserv format | | | | | |
|---|-------------------|--|--------------|----------------------|--|
| Course taught by. Default grading scheme: Undergraduate Select Grades From File | including fail | ures | | | |
| Student Number Surname | <u>First Name</u> | Instructional Format | <u>Grade</u> | <u>GradingScheme</u> | Grade Qualifier |
| Names and student num have been removed for demonstration | | SEMR01 | B | app Rep | assigned grade for the student now ears in the grade box eat clicking on the drop down arrows and king on the assigned grade for each stude |



Finish entering grades and click on the "Submit Grades" button



| Name and student numbers | LECT01, TUTR01 | • | Click and hold down the scroll bar to go |
|--|----------------|------------|--|
| Name and student numbers have been removed for this | LECT01, TUTR05 | ▼ | down the list of students and enter their |
| demonstration | LECT01, TUTR04 | ▼ | grades |
| | LECT01, TUTR06 | ▼ | When you reach the last name on the list, |
| 1 L | LECT01, TUTR03 | ▼ | review the grades you have entered |
| | LECT01, TUTR04 | • | |
| | LECT01, TUTR06 | • | If a correction needs to be made, click on |
| | LECT01, TUTR01 | • | the drop down box and select the correct grade |
| | LECT01, TUTR03 | • | 3.000 |
| | LECT01, TUTR02 | • | Note: You do not need to enter a grade |
| | LECT01, TUTR06 | • | for every student on the list. You can |
| | LECT01, TUTR03 | • | leave grade boxes blank and still save the grades you have entered to the |
| | LECT01, TUTR01 | • | Student Information System |
| | LECT01, TUTR02 | • | |
| | LECT01, TUTR03 | • | Once you have reviewed the entered |
| | LECT01, TUTR01 | • | grades, click on the 'Submit Grades' button to submit the grades to the |
| | LECT01, TUTR05 | V | Student Information System |
| | LECT01, TUTR03 | 1 | |
| _ | | | |
| | Submit Grades | Do Not Sub | mit |
| _ | | | |



Grades Input confirms grades have been saved

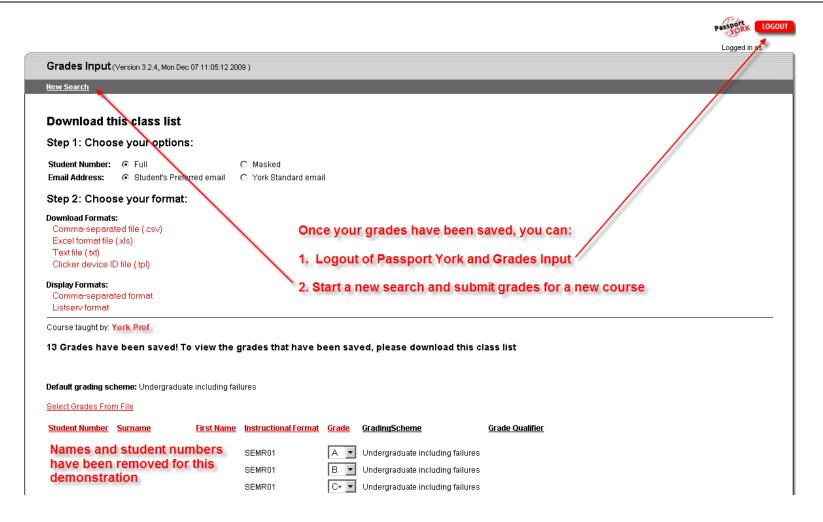


| ew Search | | | | | |
|---|---|-------------|--|---------------------------------------|--|
| | | | | | |
| Download this class list — | | | | | |
| | | | | | |
| Step 1: Choose your options: | | | | | |
| Student Number: © Full | C Masked | | | | |
| Email Address: © Student's Preferred er | mail C York Standard ema | il | | | |
| | | | | | |
| Step 2: Choose your format: | | | | | |
| Download Formats: | | | | | |
| Comma-separated file (.csv) | Grades in | put co | nfirms that your gra | des have | |
| Excel format file (xls) | | | ne Student Informati | | |
| Text file (.txt) | | | io etaaonemormaa | J. 10.10111 | |
| Clicker device ID file (.tpl) | | | | | |
| Display Formats: | | | ad the list, for your | records, in \neg | |
| Comma-separated format | any of the | se for | mats | | |
| Comma separated format | | | | | |
| | | | | | |
| Listserv format | | | | | |
| | | | | | |
| Listserv format Course taught by. York Prof | | | | | |
| Listserv format | w the grades that have b | een sav | ed, please download this | class list | |
| Listserv format Course taught by. York Prof | w the grades that have b | een sa\ | ed, please download this | class list | |
| Listserv format Course taught by. York Prof 13 Grades have been saved! To view | • | een sa\ | ed, please download this | class list | |
| Listserv format Course taught by. York Prof | • | een sav | ed, please download this | class list | |
| Listsery format Course taught by. York Prof 3 Grades have been saved! To view Default grading scheme: Undergraduate inclu | • | een sav | ed, please download this | class list | |
| Listserv format Course taught by. York Prof 13 Grades have been saved! To view | • | een sav | ed, please download this | class list | |
| Listserv format Course taught by. York Prof 13 Grades have been saved! To view Default grading scheme: Undergraduate inclu Belect Grades From File | • | | ed, please download this | class list <u>Grade Qualifier</u> | |
| Listserv format Course taught by. York Prof 13 Grades have been saved! To view Default grading scheme: Undergraduate inclu Belect Grades From File | uding failures | | <u>GradingScheme</u> | <u>Grade Qualifier</u> | |
| Course taught by. York Prof 13 Grades have been saved! To view Default grading scheme: Undergraduate inclu Belect Grades From File Student Number Surname First | uding failures t Name Instructional Format | | | <u>Grade Qualifier</u> | |
| Course taught by. York Prof 13 Grades have been saved! To view Default grading scheme: Undergraduate inclusions Select Grades From File Student Number Surname First Names and student number | uding failures t Name Instructional Format SEMR01 | Grade | <u>GradingScheme</u> | <u>Grade Qualifier</u> S | |
| Listserv formet Course taught by. York Prof 13 Grades have been saved! To view Default grading scheme: Undergraduate inclusion Select Grades From File Student Number Surname First Names and student number have been removed for this | t Name Instructional Format SEMR01 SEMR01 | Grade A B | GradingScheme Undergraduate including failure Undergraduate including failure | <u>Grade Qualifier</u> s s | |
| Course taught by. York Prof 13 Grades have been saved! To view Default grading scheme: Undergraduate inclusions Select Grades From File Student Number Surname First Names and student number | uding failures t Name Instructional Format SEMR01 | Grade | GradingScheme Undergraduate including failure | Grade Qualifier S S S | |



Logout or start a new search







Grades Input Tips



- 1. Grades can be put in for a whole class or part of a class
- 2. Once you have saved grades in a course, you must exit that session and re-enter, if you want to alter or add grades
- 3. If a student is not enrolled in your course, then the student will be required to petition to enrol late. The Registrar's Office will receive the grade when the petition is granted.

- 4. Grades cannot be entered by Faculty beyond 5 days after the last day of exams.
- 5. If you experience problems or have questions about this application, contact us at:

yugrades@yorku.ca

Thank you for using Grades Input on the Web.